



Program Manager  
Office of Policy and Sustainable Practices  
Annual Salary Range: \$49,440 - \$88,992

### Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Protecting and promoting human health and safety.
- Protecting and improving the quality of Tennessee's land, air and water.
- Conserving and promoting natural cultural and historic resources.
- Providing a variety of quality outdoor recreational experiences.

TDEC has approximately 3,000 employees statewide supported by a total budget of more than \$400 million. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate

### About the Office of Policy and Sustainable Practices:

The Office of Policy & Sustainable Practices enhances TDEC's capacity to conduct short and long term environmental policy research and analysis, promote a culture of environmental sustainability, provide technical guidance to business, industry, and other public entities to promote environmental stewardship, implement departmental strategic planning initiatives, and perform Title VI and Environmental Justice functions in an effort to better conserve Tennessee's natural resources and to fulfill the Department's mission and vision.

### Overview:

This Executive Service position is located in Nashville, TN at TDEC's Central Office located at the Tennessee Tower.

### Responsibilities:

- Assist the Senior Policy Analyst/Community team leader in developing and implementing programs and initiatives for the Office's Community team, such as the sustainable Resilience for Communities Program, the Tire Environmental Act Program, the Tennessee Plant Optimization Program and the Tennessee Radon Program.
- Conduct research and analysis on environmental and public health topics to determine historical treatment of the issue; state, regional, national or international trends; and technical data if applicable. Utilize the research to develop policy position papers, recommendations, or other work products as required, which summarize the research information, provide discussion and analysis of options or other subsets of information, to provide recommended position(s) for the program, Department, or the State.
- Work with team members to plan and implement meetings and brainstorming sessions with applicable TDEC, state agency, or stakeholder organization staff to identify the strategic goals and objectives for the Department and the State of Tennessee.
- Conduct research on the programs and processes of departmental peer organizations.
- Assist with developing and executing stakeholder outreach and communication and implementation of programs and policies.

### Qualifications:

Applicants must possess a Bachelors' degree, as well as a graduate degree in one of the following areas: Environmental Science, Sustainability, Engineering, Business Administration, Law, Environmental Law, Policy and Planning, Public Health, Economics, or Public Administration. Other graduate level degrees will be considered that support the requirements of the position.

All interested candidates should submit via email a **resume, cover letter, and writing sample**, or any questions to Beth Smith, Director of Talent Management at ([TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov)). The position will remain posted until April 30, 2019.

TDEC is an AA/EEO/ADA employer.